

APPOINTMENT LETTER FOR IMMIGRANT VISA APPLICANTS

All administrative processing in connection with your immigrant visa application has been completed. On the basis of that an appointment has been scheduled for you to come on the date specific on the attached letter. All members of your family immigrating with you must appear with you on the above appointment date. If you cannot keep the appointment, please notify the office immediately. Once you cancelled your appointment, the next appointment will be set at the convenience of the office.

If the consular office requires more documents then you will be given a green sheet, which advise you when to come and what to bring.

If you have not already submitted original documents of the following to NVC (National Visa Center) please bring them along with the photocopy for the interview.

Valid Passport(s)	Police certificate(s) if applicable
Adoption decree (s) if applicable	Court Records (if applicable)
Marriage certificate if applicable	Medical Examination Information
Evidence of Financial support	Evidence of relationship
Death Certificate(s) if applicable	The Appointment letter
Divorce Certificate(s) if applicable	Birth certificate(s)

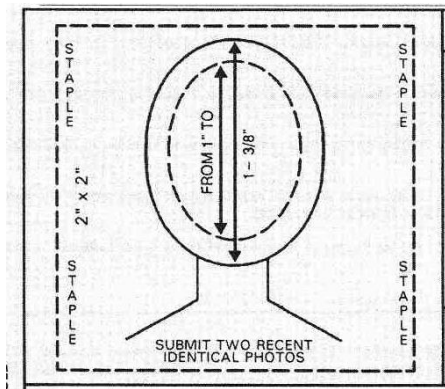
Mostly the petitioner submits financial documents to the National Visa Center. But since the visa process take time to process, most files don't include recent income tax and, employment documents. Make sure you have all the recent documents before you come at the visa appointment date.

If you made any change of documents since you submit to the National Visa Center please bring the new documents with a photocopy, which includes but not limited to a renewed or new passport, new birth certificate and marriage certificate. Except police clearance and medical all originals will be returned to you after the interview.

If you have not paid application fee of 325 USD to NVC, you are required to pay this amount at the date of the interview.

2 PHOTOGRAPHS: SEE THE ATTACHED INSTRUCTION

Note: - Print Your Full name on the back of each photograph



CORRECT POSE

Applicants must present two color photographs taken in the past 30 days. Photos are required of all applicants regardless of age.

Specifications:

- Photographs must be glossy, untouched, and on a white or off-white background.
- The subject shall be shown in full frontal view, with the applicant facing the camera directly, with full head, from top of hair to bottom of chin, from the hairline side to side, and with the eyes wide open.
- It is preferable that the ears be exposed.
- The dimension of the facial image must be about one inch (33 mm) from the chin to the top of the hair, and should cover 50% of the photograph.
- The photograph should measure 2 inches by 2 inches (50 mm square) with the head centered in the frame.
- The photograph must be free of shadows and must not contain any marks, blotches or discolorations.
- Eyeglasses must be worn if normally used by the applicant.
- Applicants should have their photos taken without head covering of any kind. Photographs with heads covered are only acceptable when the presentation of photos without a head covering would conflict with the applicant's religious practices. A photograph depicting a person wearing a head covering must show enough of the face so as to establish identity.
- A photo depicting a person wearing a traditional facemask or veil that conceals portions of the face is not acceptable.
- Airbrushing or other alterations to make the face appear more attractive will not be accepted.
- Photographs of photographs will not be accepted.
- Printed digital photographs will not be accepted.
- Photographs of applicants in military or other uniforms, or wearing sunglasses will not be accepted.

IMPORTANT NOTICE REGARDING YOUR MEDICAL EXAMINATION: Please read carefully.

All intending immigrants, regardless of age are required to undergo medical examination. List of Physicians in Ethiopia authorized to give medical examinations for U.S. Visa applications are attached with this sheet.

You are required to take three recent photographs when you go to the medical examination.

Medical examinations are performed at the applicant expense. They remain valid for the purpose of the visa issuance for 6 months.

Completed medical examination reports are sealed and delivered UNOPENED to the U.S. Embassy in Addis Ababa directly by the health facility.

The medical examination should be performed at least two weeks prior to the visa interview to allow for necessary lab work.

IMPORTANT NOTICE TO ALL VISA APPLICANTS CONCERNING VACCINATION REQUIREMENTS

Recent changes to the United States immigration law now require immigrant visa applicants to obtain certain vaccination (listed below) prior to the issuance of immigrant visa. Panel physicians who conduct medical examination of immigrant visa applicants are now required to verify that immigrant visa applicants have met the new vaccination requirement, or that is medically inappropriate for the visa application to receive one or more of the listed vaccinations.

Mumps	Influenza type b(Hib) and,
Measles,	Hepatitis B
Rubella	Varicella
Polio	Pneumococcal
Tetanus and diphtheria toxoids	Influenza
Pertussis	

In order to assist the panel physician, and to avoid delays in the processing of an immigrant visa, all immigrant visa applicants should have their vaccination records available for the panel physician's review at the time of the immigrant medical examination. Visa applicants should consult with their regular health care provider to obtain a copy of their immunization record, if one is available. If you do not have a vaccination record, the panel physician will work with you to determine which vaccination you may need to meet the requirement. Certain waivers of the vaccination requirement are available upon the recommendation of the panel physician.

Only a physician can determine which of the listed vaccinations are medically appropriate for you, given your age, medical history and current medical condition.

MOST IMPORTANT

No assurance can be given in advance that a visa will be issued. A consular officer can make a decision only after your formal application and all documents are reviewed, and the officer has personally interviewed you.

You must be prepared to pay 325 USD for an application and a surcharge (if it hasn't already been paid at NVC); the surcharge was authorized by the Consolidated Appropriations Act, 2005, to support enhanced border Security. The fee could be paid in United States currency or the equivalent in local currency for each. Each person immigrating, regardless of age, requires a separate application and issuance fee. Even if a person is found ineligible to receive a visa, the application fee cannot be refunded.

You are advised not to make any travel arrangements for departure from this country, not to dispose of your property or give up your job until the visa has been issued and given to you.

This office will make every effort to expedite your visa application on the day of your appointment, but it is a process, which does require several hours. It is possible that you will have to spend the entire morning or afternoon in the office before final action can be taken on your application. Should complications arise; you may have to return to this office another time. Failure to present satisfactory documentation may delay issuance of your visa.

Note

Section 203(e) of the Immigration and Nationality Act requires that an intending immigrant pursue his or her visa application within one year from the date he or she is informed that it is possible to do so. This is the notice to you that it is now possible for you to pursue your application for a visa. If you fail to do so within one year from the date of the attached letter, your application and any visa petition approved for you will be cancelled.

DS 260 Online Immigrant Visa Application Form

If you haven't completed DS -260 online immigrant visa application form before, please see the following link for instructions on how to fill out the DS-260 (ignore the language stating that it is only accepted at certain locations; the DS-260 will be accepted worldwide starting September 1, 2013) fill the form and bring us the confirmation paper at the time of your interview.

http://www.travel.state.gov/visa/immigrants/info/info_5164.html

INSTRUCTIONS FOR MEDICAL EXAMINATION

Physicians in Ethiopia authorized to give medical examinations for U.S. Visa applications are:

Dr. Akeza Teame

Dr. Kinetsew Melkamu (Pediatrician)

Dr. Selamawit Asmelash (Pediatrician)

Dr. Betelhem Gebremichael

St. Yared General Hospital

Bole Sub City, Kebele 12/13

On the road to CMC, 800 meters from Megenagna square

Tel: 011 645 4604, 011 645 4653

Fax: +251-11-6454706

Dr. Akeza Teame (Internist and Infection Specialist)

Dr. Kale-ab Tesfaye (Pediatrician)

Dr. Kibrom Hadera

American Medical Centre (AMC)

Yeka Sub City Kebele 20/21

Inside the Sunshine Real Estate Compound (Meri Luke)

Tel. +251-11-6678000 /04/ 07

Dr. Mohammedata Ayub

Dr. Simret Kelile

Dr. Fitsum Shiferaw

Dr. Wondwossen Arega

Dr. Niyat Tadesse

Dr. Chavez Nelyn

INTERNATIONAL OFFICE FOR MIGRATION (IOM)

Bole Kefle Ketema, Kebele 02

Behind Bole DH Geda

Tel: +251-11-661-11-75/17/28/71, +251-11-661-1475/77

+251-11-661-11-66 ext 116, +251-11-661-1096/97/98

Fax: 011-661-11-76

IMPORTANT NOTICE

Registering for DHL Courier Service

All immigrant visa applicants are required to go on-line and register for courier service provided by DHL **prior to** their visa interview by visiting the following website: <http://usvisa-info.com>.

All immigrant visa applicants **must** bring a printed copy of the “register for courier confirmation page” to the consular interview as evidence they have taken this mandatory step.

During the registration process, the applicant will choose one of two DHL locations in Addis Ababa as the pick-up location for any issued visa.

Completing this on-line registration process is the only way for an applicant to obtain his/her issued visa. Applicants who do not register prior to their interview will experience delays in obtaining their issued visa.

For additional information, please visit our website:

http://ethiopia.usembassy.gov/immigrant_visas.html